

# **FAUQUIER COUNTY AIRPORT COMMITTEE**

## **MEETING SUMMARY**

### **REGULAR MEETING**

Monday, February 27, 2006 – 5:30 p.m.

Warren Green Building – 1<sup>st</sup> Floor Conference Room

#### **1. Call to Order:**

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:36 p.m. on 27 February 2006 in the Warren Green Building – 1<sup>st</sup> Floor Conference Room, Warrenton, Virginia. In attendance were:

#### **Committee (Voting) Members:**

James W. Van Luven  
Rick Gerhardt  
Charles M. Medvitz  
Dennis Hunsberger  
Bob Newman  
Arthur Nash

Center District Representative  
Cedar Run District Representative  
Scott District Representative  
Citizen at Large  
Airport Tenant/Owner  
Marshall District Representative

#### **County Staff:**

Tony Hooper  
Michael Anderson  
Chrissy Kirby

Deputy County Administrator  
Airport Manager  
Administrative Specialist, County Administration

#### **Staff:**

Michelle Glitzner  
Brian Fuerst  
Mike O'Bryant

Essar Aviation  
Campbell and Paris Engineers  
Campbell and Paris Engineers

#### **Absent:**

Willis P. Risdon  
Frank Rader

Citizen at Large  
Lee District Representative

#### **Visitors:**

Jim Purnell  
John Haines  
Chuck Tippet, Jr.  
David Fields  
Chuck Tippet, Sr.  
Gene Calbatisto  
Ross Dillman  
Rich Dykes  
Jennifer Holloway

**2. Adoption of Agenda:**

Tony Hooper requested that the Committee amend the February 27, 2006 meeting agenda to reflect that item #7 be moved to #13 as a closed session to discuss Procurement Issues and that #10 be removed from the agenda. Chuck Medvitz moved and Dennis Hunsberger seconded a motion to adopt the February 27, 2006 meeting agenda as amended. The motion carried unanimously.

**3. Citizens' Time:**

Jim Purnell requested clarifications of requirements for the tenant representative appointment to the Airport Committee meeting. Jim Van Luven explained that the tenant representatives are appointed for a term of four (4) years, in conjunction with the Board of Supervisors appointments. Mr. Van Luven reviewed the attendance requirements for members. Bob Newman suggested that citizens access the County website for additional information regarding serving on the Airport Committee.

**4. Adoption of the Minutes:**

Dennis Hunsberger moved and Chuck Medvitz seconded a motion to adopt the January 30, 2006 meeting minutes. The motion carried unanimously.

**5. Status of Requests for Operation of Businesses:**

Tony Hooper advised the Committee that no action on the requests to operate businesses at Warrenton-Fauquier Airport will be taken during this meeting.

Mr. Hooper indicated that once applications for the operation of business at the Airport are received, the Finance/Operations Subcommittee will meet to discuss the requests and recommendations will be forwarded to the Airport Committee for final decision.

Mr. Hooper stated that one application has been received and the Finance/Operations Subcommittee will meet prior to the next Airport Committee meeting in March.

**6. Review of Revisions of Requirements for Conducting Business Activities in Hangar Buildings 1 and 2:**

Tony Hooper reviewed the following *Requirements for Conducting Business Activities in Hangar Buildings 1 and 2*, which have been forwarded to the Fauquier County Board of Supervisors for adoption. Additionally, these Requirements have been sent to Ron Gatewood for comment.

Any use of hangars other than for storage of aircraft requires an assessment by the Building Official to determine what improvements are required associated with the change of use of the facility. The applicant [must submit plans of sufficient detail for review by the Building Department of the intended lay out and use of any space prior to submittal to the committee.](#)

- Building permits must be obtained prior to construction.
- Hangar shall have at least 3000 square feet of floor space and appropriate access to public restrooms.
- A minimum of 150 square feet of this space shall be devoted to office space.
- All business activities must be approved by the Airport Committee and County Administrator in accordance with the Airport Minimum Standards for Aviation Services.
- The business shall supply and keep current a list of employees and their positions and provide this quarterly to the Airport Manager.
- Magnetic type signs no larger than 580 square inches for a single business may be placed on the personnel entry door. Hangars containing multiple businesses may have signage not to exceed 1152 square inches.
- All taxiways will be kept accessible with no outside aircraft parking longer than the time necessary for movement or repositioning of aircraft in and out of the hangar.
- Lease of tie-down space(s) may be required to properly support business activities.
- No outside storage of any kind will be allowed.
- No automobile traffic should limit access to taxiways and ramps to any aircraft. Parking is prohibited in any area that impedes the free movement of aircraft in the airport operations area.
- Overnight parking is not permitted in the Air Operations areas.
- Compliance with all approved Rules and Regulations and Minimum Standards is mandatory.

**7. Airport Finance Report Review:**

Tony Hooper reviewed reports provided by the Fauquier County Finance Department. After detailed discussions among Committee members, it was determined that Monthly Reports would be provided to the Committee for review, to include projected expenditures for the future.

**8. Update: Airport Manager:**

Airport Operations

- Skyworld Aviation will be holding “A Celebration of Life” in honor of Juan Alfonso in Hangar #20 on Saturday, March 4, 2006.
- Currently, there is one NOTAM in effect, “PAPI runway 14 and 32 out of service”.
- The Hangar Wait List has 18 individuals who have paid a deposit.
- On Friday, February 24, 2006 three members of the Warren County Airport Committee stopped by the Airport for a tour of the facility. All three gentlemen were very complimentary and asked many questions concerning our recently completed construction projects.

- The newest member of the Stafford Airport Commission has asked to visit and tour our airport within the next two weeks.

#### Airport Maintenance and Projects

- Low bidder for the Hangar #3 and #4 sewage pump grinder tank was Miller Brothers with a bid of \$26,715 for the installation. Permit applications will be submitted this week for this project. Cost for this item is to be shared by the two hangar developers.
- Permit applications for the final installation and hook up of the Jet Fuel Tank have been submitted and this project will commence subject to permit approval.
- I will also be submitting permit applications for the Water and Sewer Control Building which will be constructed by Airport staff. This structure will house the water pumping system and the controls for the pump grinder station.
- In conjunction with the water project will be the release of an RFP for the water pumping and control system for these hangars. The cost for this system will be shared by the two hangar developers and the Airport for the supply of water to hangars 3 and 4 and future needs for an aircraft wash rack.

#### Airport Staffing

- The new seasonal, part time maintenance position has been filled and Dustin Jacobs will begin work on March 13, 2006.
- The interview process continues for the part time Administrative Assistant position. Out of 18 applications the field of qualified candidates has been narrowed to 4 applicants. Final interviews will take place this week

#### **9. Update: Campbell and Paris Engineers:**

Brian Fuerst reviewed the following:

- Phase III – Minor punchlist items to be completed
- T-Hangars 3 & 4 – Drainage items complete and grading continues
- PAPI's have been sent back to Crouse Hinds for repair. PAPI's should be returned within the next two (2) weeks.

#### **10. Update: Tony Hooper:**

Tony Hooper advised the Committee that County staff continues to finalize negotiations on land acquisitions.

**11. Roundtable:**

The Committee held discussions on the current lighting at the Airport. Mike Anderson continues to work with Midland Development Corporation to have lights installed on the outside of Hangars 1 and 2. Mr. Anderson advised the Committee that overall lighting issues will be addressed in conjunction with the Airport Security Program.

Jennifer Holloway encouraged everyone to attend the Celebration of Life in honor of Juan Alfonso.

**12. Closed Session:**

Jim Van Luven moved to go into a closed meeting pursuant to Virginia Code Section 2.2-2700.B and 2.2-4342 for discussion of Procurement Issues which are not releasable to the public. Dennis Hunsberger seconded, and the vote for the motion was unanimous as follows:

<b><i>Ayes:</i></b>	<b><i>Mr. James Van Luven; Mr. Dennis Hunsberger; Mr. Arthur Nash; Mr. Rick Gerhardt, Mr. Charles Medvitz, Mr. Bob Newman</i></b>
<b><i>Nays:</i></b>	<b><i>None</i></b>
<b><i>Absent During Vote:</i></b>	<b><i>None</i></b>
<b><i>Abstention:</i></b>	<b><i>None</i></b>

Upon reconvening from the closed meeting, Mr. Jim Van Luven moved to adopt the following certification. Mr. Chuck Medvitz seconded.

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Airport Committee has convened a closed meeting on this date pursuant to an affirmative record vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, Sections 2.2-3700B and 2.2-4342 of the Code of Virginia requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia Law; now, therefore, be it

RESOLVED this 27<sup>th</sup> day of February 2006, That the Fauquier County Airport Committee certifies that, to the best of each member's knowledge (i) only public matters lawfully exempted from an open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the closed meeting were heard, discussed or considered by the Airport Committee.

With no further business Chuck Medvitz moved and Dennis Hunsberger seconded to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 6:45 p.m.

The next Airport Committee meeting will be **March 27, 2006.**